



Setting up Microsoft Authenticator Passkey for your College Account

Before you begin

You will need:

- Ensure your device is running **Android 14 or later** or **iOS 17 or later**
- Your college email address and password
- the **Microsoft Authenticator app** you installed on your phone when completing **Part A of the MFA setup**.

Complete Part B of the MFA setup

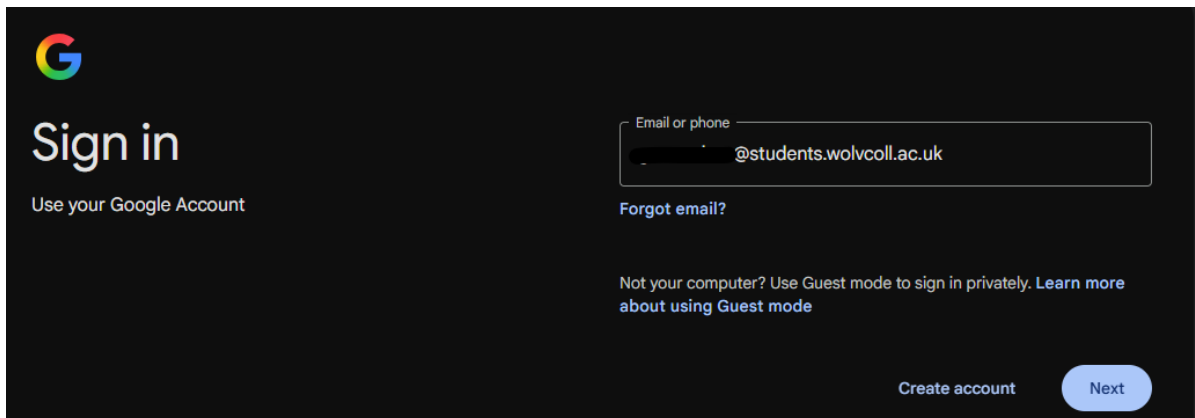
You have already completed **Part A** of the Multi-Factor Authentication (MFA) setup. This guide will help you complete **Part B** by creating a **Passkey** in the Microsoft Authenticator app. A Passkey provides a secure and convenient way to sign in to your college account using your phone.

What you need to do:

1. Sign in to your college Google account.
2. Approve the sign-in request using Microsoft Authenticator.
3. Follow the steps in this guide to create your Passkey.
4. Complete the setup process.

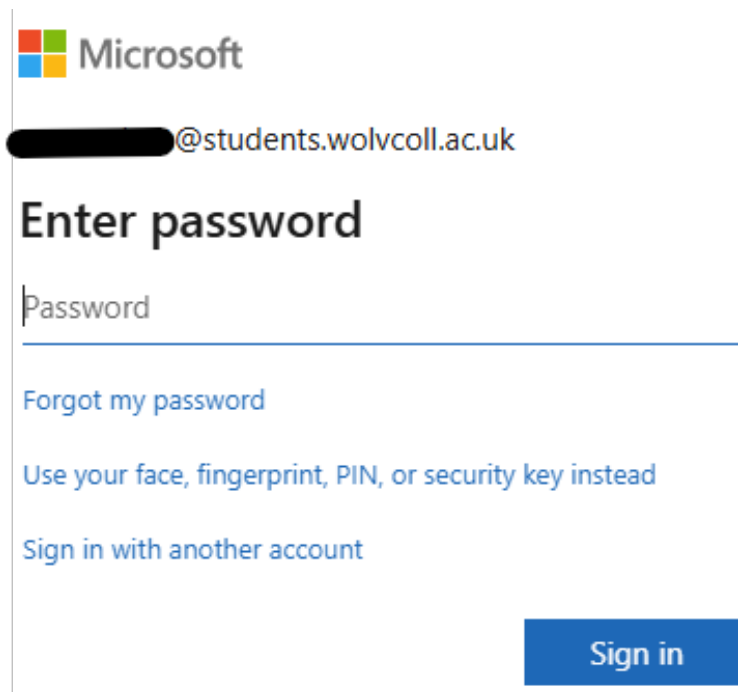
Important: Keep the Microsoft Authenticator app installed on your phone. You will need it to sign in to your college account and approve future sign-in requests.

1. On the Google sign-in page, enter your college email address and select **Next**. You will then be taken to the Microsoft sign-in page



The image shows the Google sign-in page. On the left, there is a large 'G' logo and the text 'Sign in' followed by 'Use your Google Account'. On the right, there is a text input field labeled 'Email or phone' containing the email address '@students.wolvcoll.ac.uk'. Below the input field is a link 'Forgot email?'. At the bottom right, there are two buttons: 'Create account' and 'Next'.

2. Enter your “**college account password**” and select “**Sign In**”



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is a text input field containing the email address '@students.wolvcoll.ac.uk'. Below the email field is the heading 'Enter password' followed by a password input field with the placeholder text 'Password'. Below the password field are three links: 'Forgot my password', 'Use your face, fingerprint, PIN, or security key instead', and 'Sign in with another account'. At the bottom right is a blue button labeled 'Sign in'.

3. When prompted to continue setting up your account security, select **Next**



██████████@students.wolvcoll.ac.uk

Let's keep your account secure

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

[Next](#)

4. Select "Other options"



██████████@students.wolvcoll.ac.uk

Sign in faster with your face, fingerprint, or PIN

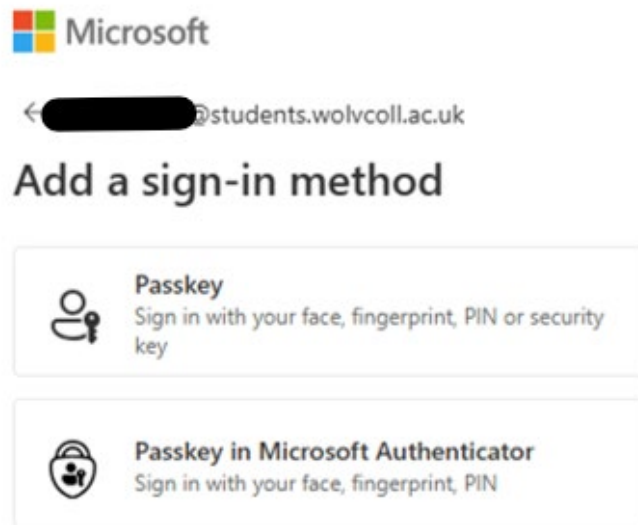


Create a passkey to sign in to your account. No apps,
passwords, or codes needed.

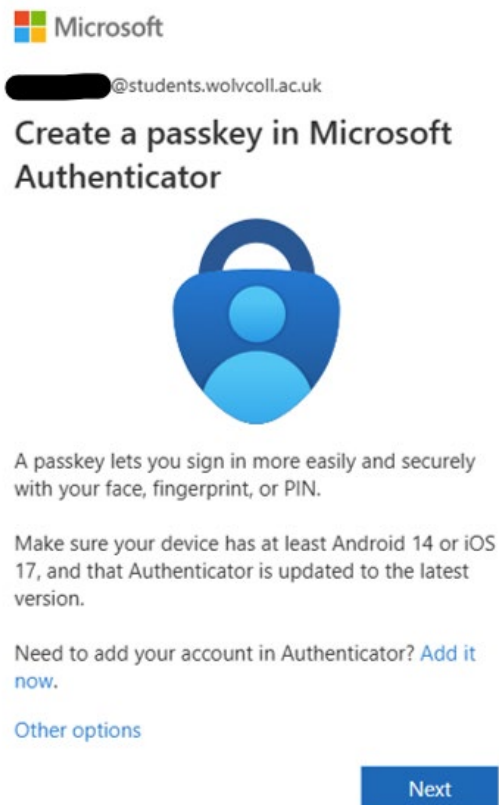
[Other options](#)

[Next](#)

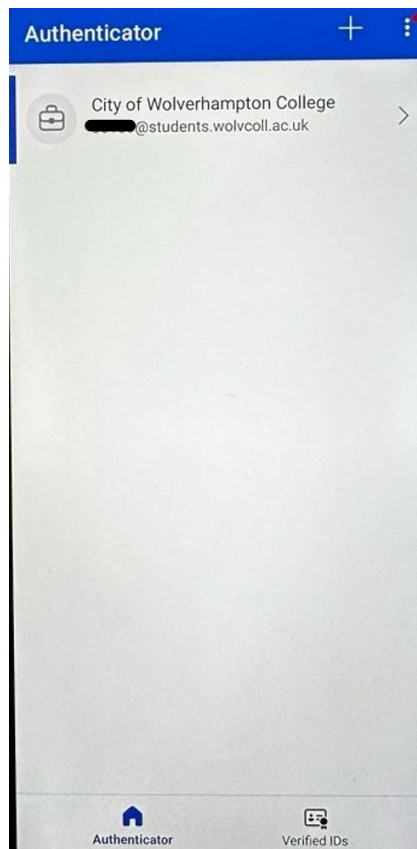
5. Select "Passkey in Microsoft Authenticator"



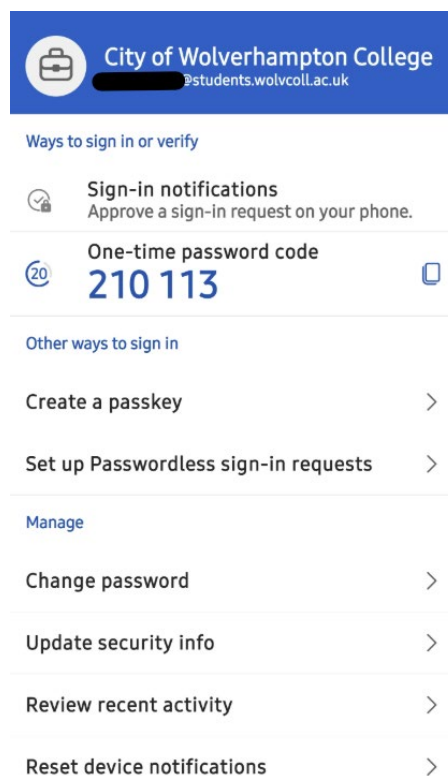
6. Leave this page open on your laptop or computer. Using the phone that has Microsoft Authenticator installed, continue from Step 7.



7. Open the Microsoft Authenticator app on your phone and select your college account to view the available sign-in options.



8. Under **Other ways to sign in**, select **Create a Passkey**.



9. Select "Sign in"

Let's create your passkey



Passkeys are a fast and secure way to sign in with your face, fingerprint or PIN. We'll help you create yours. First, sign in with your [redacted]@students.wolvcoll.ac.uk account to verify your identity.

Sign in

10. Enter password for your college account email and select "Sign in"



< [redacted]@students.wolvcoll.ac.uk

Enter password

Password

[Forgot my password](#)

Sign in

11. When you receive a sign-in notification on your phone, select **Approve** and then **Yes**.

Important: Never approve a sign-in request that you were not expecting. If you receive an unexpected approval request, contact the IT Helpdesk as soon as possible.



@students.wolvcoll.ac.uk

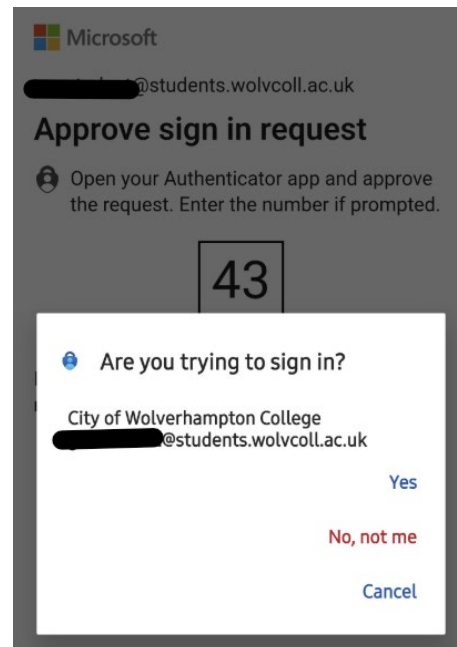
Approve sign in request

- Open your Authenticator app and approve the request. Enter the number if prompted.

43

Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)



12. Once your Passkey has been created, select **Done** on your phone and return to the laptop or computer screen to continue.

Authenticator

Passkey created



You can now use your passkey with Authenticator.
Your passkey is called: Authenticator - Android

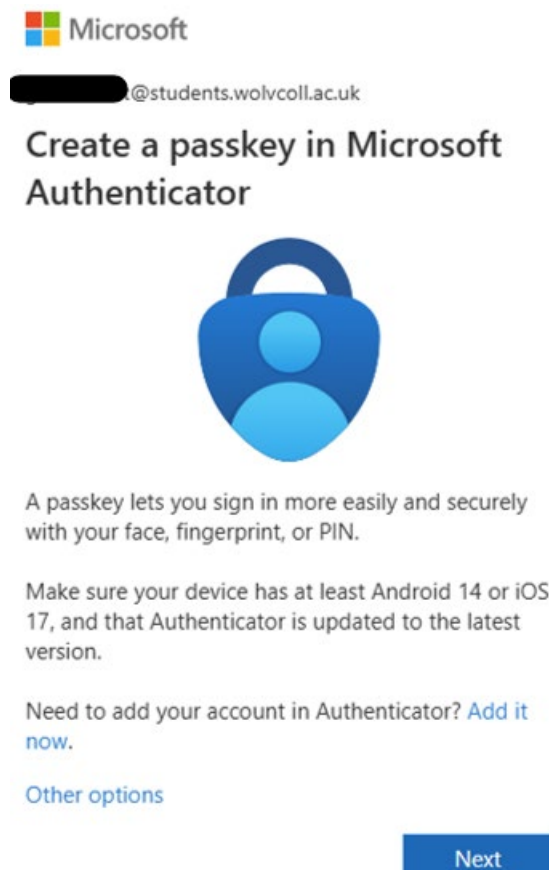
To sign in with your passkey:

- Select Face, fingerprint, or PIN.
- Make sure Authenticator is turned on as a passkey provider.

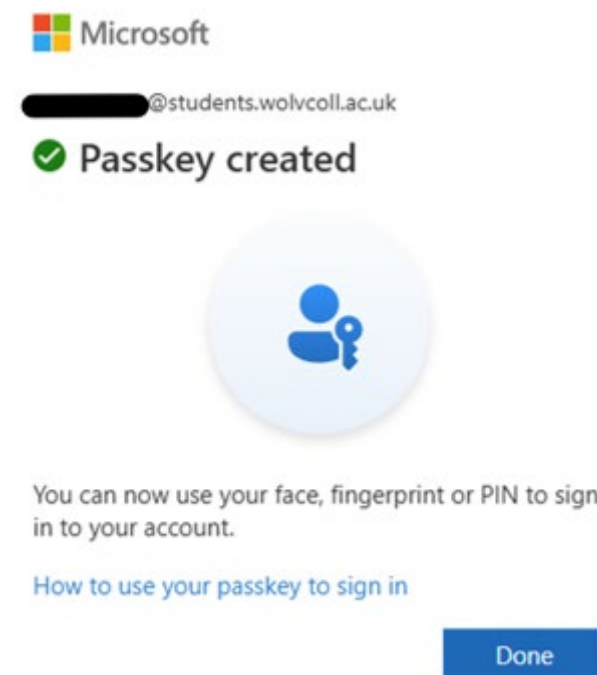
[How to use your passkey](#)

Done

13. Select "Next" shown on your computer screen



14. Your Passkey has now been set up successfully. Select **Done** to finish.



MFA Setup Complete

You have now completed both **Part A** and **Part B** of the MFA setup process. From now on, when signing in to your college account, you may be asked to approve a sign-in request using the Microsoft Authenticator app on your phone.

Important: Never approve a sign-in request that you were not expecting. If you receive an unexpected approval request, contact the IT Helpdesk as soon as possible.

IT Helpdesk- servicedesk@wolvcoll.ac.uk

Account self-password reset- <https://passwordreset.microsoftonline.com/>